



TO: All Jefferson Lab Employees

FROM: Janet P Smith, Payroll Supervisor

SUBJECT: Direct Deposit

The Jefferson Lab Payroll Department offers direct deposit to all employees. This service provides a variety of options such as distribution of your funds to a maximum of five different checking or savings accounts and the use of more than one financial institution. Keep in mind, it is not possible to direct deposit a portion of your pay and issue a paycheck for the balance.

All new employees are required to have direct deposit. When we receive your initial direct deposit form, we send pre-notification to the financial institution(s) of your choice for one pay period before the actual deposit can begin. For this pay period, you will receive a live check. The pre-notification serves as a dry run to insure that all banking information is correct, so that payroll funds will post to the correct account(s) when actually sent. If we do not receive notice of any account errors, your direct deposit will be in effect on the next pay period. If we do receive notice that your account information is not valid, we will contact you for new account information. Then, we will pre-note the new account on the next pay period, and you will still receive a live check. For your protection, please verify your first direct deposit with your financial institution(s).

If you choose to change your direct deposit, please give Payroll written advance notification. Direct deposit files are transmitted to the financial institutions well in advance of payday, so keep your account(s) open until you are certain that no deposits are in transit.

If you have an existing direct deposit, and you wish to add an additional financial institution or account, you will not go on a complete pre-note status again. Only the new account information will be pre-noted, and the direct deposit will post to your old account(s) until the new information has been verified. If you wish to completely eliminate your current direct deposit account(s) and add a new account at either the same or a different financial institution, you will need to go on pre-note status again. This will also be a one pay period testing of the new account(s), during which time, you will be issued a paycheck.

To sign up for direct deposit, please complete the attached form and attach a voided check for each account. The Bank Transit/ABA number is the nine digit number that identifies your financial institution and is located on the lower left side on most deposit slips and checks. This number can also be obtained by calling the financial institution(s).

If you have any questions concerning direct deposit, please do not hesitate to call me at ext. #7503 or Sharon Hay at ext. #7620.

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize SURA/TJNAF to initiate credit entries to my accounts indicated below and the depositories named below.

1. Bank Name _____
Bank Transit ABA Number _____
(first 9 digits in lower left hand corner on slip)
Account Number _____
Account Type (check one) Checking _____ Savings _____
Dollar Amount or % of Net Pay _____
2. Bank Name _____
Bank Transit ABA Number _____
(first 9 digits in lower left hand corner on slip)
Account Number _____
Account Type (check one) Checking _____ Savings _____
Dollar Amount or % of Net Pay _____
3. Bank Name _____
Bank Transit ABA Number _____
(first 9 digits in lower left hand corner on slip)
Account Number _____
Account Type (check one) Checking _____ Savings _____
Dollar Amount or % of Net Pay _____
4. Bank Name _____
Bank Transit ABA Number _____
(first 9 digits in lower left hand corner on slip)
Account Number _____
Account Type (check one) Checking _____ Savings _____
Dollar Amount or % of Net Pay _____
5. Bank Name _____
Bank Transit ABA Number _____
(first 9 digits in lower left hand corner on slip)
Account Number _____
Account Type (check one) Checking _____ Savings _____
Dollar Amount or % of Net Pay _____

This authority is to remain in full force and effect until SURA/TJNAF has received written notification from me of its termination in such time and in such manner as to afford SURA/TJNAF a reasonable opportunity to act on it.

Name (please print) _____

Social Security Number _____ Date _____

Signature _____

**PLEASE ATTACH VOIDED CHECK FOR
EACH ACCOUNT HERE**

SAMPLE CHECK INFORMATION:
123456789 YOUR ACCOUNT NUMBER
ABA NUMBER